

Part 407 – Pay Policy  
Subpart A

**WV407.4 Premium Pay and Overtime & Representational Activities**

**(a) Premium Pay and Overtime**

All overtime or compensatory time must be requested in advance in writing with proper justification. Written justification must include the reason (benefit to the agency) for the need and the approximate hours of overtime or compensatory time requested.

The State Conservationist is the only approving official for overtime requests. Employee requests for overtime must have concurrence of their supervisor and Management Team member before being submitted to the State Conservationist.

The State Conservationist is the only approving official for work performed on normal non-work days including holidays, Saturdays and Sundays. This includes time worked as overtime or compensatory time. The Management Team member or State Conservationist is designated as the approving official for compensatory time requests during normal work days.

If an employee that is exempt from the Fair Labor Standards Act (FLSA) is required to attend a District or other meeting, compensatory time may be requested and approved. If the employee is FLSA/Non-Exempt then overtime would be appropriate. A Non-Exempt employee may request compensatory time in place of overtime. Supervisors cannot direct or order a Non-Exempt employee to take compensatory time.

ASTC-FO's may request compensatory leave for attendance of the Conservation District Board meetings. A Management Team member may authorize a FLSA/Exempt employee to earn compensatory time where NRCS attendance is required to meet the mission of the Agency and programs.

The use of overtime or compensatory time should be closely monitored and kept to the minimum necessary to carry out the mission of the Agency and programs.